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**Superior Court of California, County of Butte  
Employment Opportunity**

## **COURT COMMISSIONER**

**\$126,786 Annually**

The Superior Court of California, County of Butte is seeking a Court Commissioner. The final filing deadline for this position is January 13, 2006. Interviews and selection will occur prior to March 1, 2006.

### ***POSITION OVERVIEW***

This is an at-will position, serving at the pleasure of the judges of the Court. Under general direction of the Presiding Judge, while serving all the judges, this Court Commissioner may perform various judicial functions as prescribed by law or conferred by the court. The power and authority of court commissioners are specified by statute.

This professional level class performs subordinate judicial duties, assisting the court with the administration of justice, including acting as a temporary judge in certain types of cases. It is distinguished from the position of judge in that it is appointed by and serves at the pleasure of the judges and acts as a temporary judge, presiding over cases as directed and upon the stipulation of the parties.

### ***EXAMPLES OF ESSENTIAL DUTIES***

*(The following duties are typical of those performed by the incumbent in this classification. However, other duties may also be required.)*

- ❖ Acts as a temporary judge in court cases; conducts a daily court calendar; presides over hearings and trials; makes rulings, findings, judgments, and orders.
- ❖ Presides over proceedings in criminal, juvenile traffic, adult traffic, civil and small claims matters. The Court Commissioner may expect a high volume of assignments in these areas.
- ❖ Conducts hearings on matters dealing with family support issues, criminal and civil.
- ❖ Conducts hearings on matters in probate, family law (including Orders to Show Cause) and juvenile matters.
- ❖ Hears testimony of court witnesses and presents to a judge of the court written findings and recommendations regarding judgments or court orders.
- ❖ May hear and determine ex parte motions for orders, alternative writs and writs of habeas corpus.
- ❖ May be assigned responsibility for hearing, reporting on and determining uncontested actions and proceedings, as well as setting bail after court hours.
- ❖ May be assigned to serve as Juvenile Court Referee and when appointed, may sit as Judge Pro Tempore. The Court Commissioner may expect a high volume of assignments in this area.
- ❖ The Court Commissioner may be assigned to one or more of the five Butte County Court locations: Oroville (2), Chico, Paradise, or Gridley. These assignments may change daily.
- ❖ Arraigns defendants, grants continuances, hears, reviews, and rules on a variety of petitions, motions and other actions; takes evidence from concerned parties and other witnesses, makes or recommends appropriate court orders; accepts pleas and imposes sentences; sets cases for hearing and trial; conducts court and jury trials.

- ❖ Reviews court files, documents, and related materials to assess cases prior to and following hearings; prepares court documents, records, reports, correspondence and other written materials pertaining to case findings.
- ❖ May administer the court's Small Claims Judge Pro Tem Program. This includes training and supervising attorney volunteers for the program.

### ***POSITION QUALIFICATIONS***

**Knowledge of:** Legal principles and precedents as applied to judicial procedures. Knowledge of the judicial system, including but not limited to: criminal, juvenile, family and civil law; codes and statutes; California Codes such as Vehicle, Penal, Evidence, Civil, Civil Procedure and Code of Judicial Conduct; California Rules of Court and procedures related to the acceptance of pleas, rulings, sentencing and disposition of criminal cases; court procedures, protocols and calendaring practices.

**Ability to:** Objectively analyze and interpret legal issues, principles and arguments; direct and control courtroom proceedings in a decisive, orderly and equitable manner; communicate orally and in writing in a concise and effective manner; exercise appropriate judicial temperament and demeanor; effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner; work effectively with court staff; and assist in developing court policy and procedures.

**Education and Experience:** Graduation from an accredited law school. Active and valid membership in good standing with the State Bar of California for a minimum of ten years. Minimum ten years experience in civil, criminal, family, juvenile, probate and/or law and motion litigation. Persons seeking appointment as a Court Commissioner must demonstrate relevant legal experience as deemed sufficient by the judges of the court. In accordance with the requirements of the California Rules of Court, or as directed by the presiding judge, Court Commissioners are required to attend new judicial officer and continuing education programs.

**Licenses:** Active member of the California State Bar in good standing. Possession of a valid California Driver's License and the ability to travel is also required.

**Other Requirements:** Citizenship in the United States. Incumbents cannot engage in active practice of law either for compensation or, on a pro bono basis during employment with the court in this capacity.

### ***ABOUT THE COURT***

The mission of the Butte County Superior Court is to create a court environment deserving of community respect by: resolving disputes according to law; ensuring and protecting peoples' rights; taking a leadership role in preserving order in society; and providing exceptional, accessible and fair justice services to all.

The Superior Court of California, County of Butte is a unified superior court with courthouses in five locations: Chico, Paradise, Gridley, and two locations in Oroville. The bench is comprised of ten judges and two commissioners. The court employs approximately 138 support staff. The Hon. Barbara Roberts is the court's Presiding Judge. The Hon. Steven Howell's term as presiding judge will commence in January 2006. The Court Executive Officer is Ms. Sharol Strickland.

The Court has jurisdiction in all cases in equity; cases involving title to or possession of real property; all civil cases including probate, guardianship, domestic relations, adoption matters, unlawful detainers and small claims; felony and misdemeanor criminal cases; juvenile offenses, including traffic matters; and, appeals.

### ***ABOUT THE REGION***

Butte County provides diverse opportunities for cultural enrichment, recreation and relaxation in an uncongested rural county. While offering rural attractions such as Lake Oroville and the Sierra Nevada Mountains, educational and cultural activities are available through California State University, Chico. Butte County is also less than an hour and a half drive to Metropolitan Sacramento. Butte County has the qualities necessary to enrich the lifestyle of the sports enthusiast, a student of the arts or a weekend rancher.

### ***COMPENSATION PACKAGE***

Salary: Approximately \$126,786 annually.

Benefits include, but may not be limited to, CalPERS retirement system (2% at 55 formula) of which the entire employee's 7% of salary contribution is paid by the court; a substantially-paid health, dental, vision, employee assistance plan and a basic life insurance plan. A generous leave package includes: vacation (increasing with tenure), 12 sick leave days, 13 paid holidays and continuing education leave as approved by the presiding judge.

### ***APPLICATION PROCESS***

Candidates must complete a **Butte Superior Court employment application form**, along with a **supplemental questionnaire application**. These documents must be submitted together at the time of filing the application. Resumes will **not** be accepted in lieu of an application, but may be attached to the employment application. Late or incomplete applications may not be considered.

#### **To apply, please contact:**

Butte Superior Court Human Resources Office  
One Court Street  
Oroville CA 95965  
PHONE (530) 532-7013  
FAX (530) 538-8567

The Butte Superior Court employment application form and supplemental questionnaire form can be downloaded at: [http://www.buttecourt.ca.gov/departments/human\\_resources/default.htm](http://www.buttecourt.ca.gov/departments/human_resources/default.htm) or obtained by contacting the Human Resources Office.

**The final filing deadline is January 13, 2006 at 4:00 P.M. Post-marks will not be accepted.**

## ***SELECTION PROCEDURE***

1. Applicants will be notified of the selection procedure following acceptance of their application for the position.
2. Appointment to the position is anticipated to be completed by March 1, 2006.
3. Candidates not selected may be referred for future vacancies.
4. Before appointment, a background investigation and clearance is required.
5. A financial disclosure statement pursuant to Fair Political Practices Commission Regulations is required within 30 days following appointment.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Superior Court Human Resources Office at (530) 532-7013.

